

PRIVACY POLICY

UNIwise ApS (“we”, “us”, “our”) are committed to protecting and respecting your privacy.

This privacy policy (“**Privacy Policy**”) together with our Cookie Policy, Terms and Conditions and any other documents referred to therein, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting <http://www.wiseflow.net> & <http://www.wiseflow.dk>, (“**Site**”) you are accepting and consenting to the practices described in this Privacy Policy.

For the purpose of the EU Data Protection Directive 1995 or any subsequent amendment or replacement or supplementary legislation (the “**Act**”), the data controller is UNIwise ApS of Jens Baggensens Vej 47, DK-8200 Aarhus N, Denmark.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

Information you give us. You may give us information about you by enrolling on our Site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you use our Site, send inquiries, as well as enter a survey, and when you report a problem with our Site. The information we receive may include your name, address, national ID, e-mail address, phone number, personal description and photograph.

Information we collect about you. With regard to each of your visits to our Site we may automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our Site (including date and time); pages and products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

Information we receive from other sources. We receive information about you directly from the client institution who order our service on behalf of its users and when an institutions prompts you to use our Site. The information institutions provides on your behalf, may be given manually or automatic by way of the institutions own or controlled data sources integrated with our Site, i.e. authentication federation services, user record systems or similar. The information we receive may include your name, address, national ID, e-mail address, phone number, personal description and photograph.

In this case the client institution acting on your behalf is obligated to inform you when they collected and transferred that data. The data may be shared internally and combined with data collected elsewhere on the Site.

COOKIES

We use cookies on our Site to distinguish you from other users of our Site. This helps us to provide you with a good experience when you browse our Site and also allows us to improve the Site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie Policy.

USES MADE OF THE INFORMATION

We use information held about you in the following ways.

Information you give to us. We will use this information:

- to carry out our obligations arising from any contracts entered into between your client institutions on your behalf and us and to provide you with the information and services that they and you request from us;
- to notify you about changes to our service;
- to ensure that content from our Site is presented in the most effective manner for you and for your computer.

Information we collect about you. We will use this information:

- to administer our Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our Site to ensure that content is presented in the most effective manner for you and your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our Site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of our Site about goods or services that may interest you or them.

Information we receive from other sources. We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

DISCLOSURE OF YOUR INFORMATION

Information we share with third parties. We may share your information with selected third parties including:

- Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries.
- Suppliers and sub-contractors for the performance of any contract we enter into with them or your educational institution.
- Analytics and search engine providers that assist us in the improvement and optimisation of our Site.

Information we disclose to third parties. We may disclose your personal data to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If UNIwise ApS or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions and/or any other agreements; or to protect our rights, property, safety, our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

WHERE WE STORE YOUR PERSONAL DATA

The personal data that we collect from you or your client institution will not be transferred to, processed in and stored at, a destination outside the European Economic Area ("EEA"). It may only be processed by staff operating outside the EEA who work for us or for one of our suppliers or partners in the provision of support services initiated by us, and sanctioned by you or your client institution acting on behalf of you. By submitting your personal data, you and your client institution agree to the above stated.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy. In particular, this means that your personal data will only be transferred to a country that provides an adequate level of protection (for example, where the European Commission has determined that a country provides an adequate level of protection) or where the recipient is bound by standard contractual clause according to conditions provided by the European Commission ("EU Model Clauses").

Our Site is accessible via the internet and may potentially be accessed by anyone around the world. Other users may access the Site from outside the EEA. This means that where you chose to post your data on our Site, it could be accessed from anywhere around the world

and therefore a transfer of your data outside of the EEA may be deemed to have occurred. You and your client institution consent to such transfer of your data for and by way of this purpose.

PROTECTION OF INFORMATION

All information you and your client institution provide to us is stored on our secure servers and processed securely using encryption. Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Site, you are responsible for keeping this password confidential. We ask you not to share any password with anyone.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will endeavour to protect your personal data, we cannot guarantee the security of your data transmitted to our Site. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

LINKS TO OTHER WEBSITE

Our Site may contain links to and from the websites of your client institutions networks, affiliates, resources or other sites deemed necessary by them. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

YOUR RIGHTS

You have the right under the Act, free of charge, to request:

- Access to your personal data.
- Rectification or deletion of your personal data.
- A restriction on the processing of your personal data.
- Object to the processing of your personal data.
- A transfer of your personal data (data portability).

You can make a request in relation to any of the above rights by contacting the client institution in which you are enrolled in or whom we are providing you the service on behalf. You may also write to us at the contact address given at the end of this Privacy Policy. We will respond to and forward such queries to the appropriate client institution, in order for them to handle and respond directly to you within 30 days and deal with the requests we receive from you, in accordance with the provisions of the Act. As supplier to the client institutions, we will only act accordingly on your request, by direct instruction from them.

CONSENT

You have the right to withdraw your consent to us processing your personal data, at any time, by contacting the client institution in which you are enrolled in or whom we are providing you the service on behalf or by writing to us at the contact address given at the end of this Privacy Policy. We will respond to and forward such queries to the appropriate client institution, in order for them to handle and respond directly to you within 30 days and deal with the requests we receive from you, in accordance with the provisions of the Act. As supplier to the client institutions, we will only act accordingly on your request, by direct instruction from them.

DATA RETENTION

We retain personal data for as long as necessary for the relevant activity for which it was provided or collected. This will be for as long as we provide access to the Site to you, on behalf of the client institution.

COMPLAINTS

If you have any complaints about our use of your personal data please contact the client institution you are enrolled in or write us as set out at the end of this Privacy Policy. We will respond and/or forward you complaint to the client institution of yours.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Policy. This Privacy Policy was last updated on 28.02.2018 and replaces any other Privacy Policy previously applicable from this date.

CONTACT

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to:

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